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ADMINISTRATIVE INSTRUCTION  
NUMBER

1948.

SUBJECT: Top Secret Control Procedures.

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I PURPOSE

1. The purpose of this Instruction is to amend Security Regulations, Central Intelligence Group, dated 15 August 1947, to establish a greater degree of security control for all material classified TOP SECRET in the custody of, or handled by, the Central Intelligence Agency through the institution of limiting decentralization of responsibilities. Provisions of the Security Regulations in conflict with the terms of this Instruction are rescinded but all other pertinent provisions of the Security Regulations remain in full force.

2. It is desired to emphasize that the safeguarding of classified information is a basic and irrevocable responsibility of each individual employed by, or assigned to, the Central Intelligence Agency.

TOP SECRET CONTROL ORGANIZATION

3. Central Top Secret Control, as used herein, refers to the centralized office of record for all TOP SECRET material originated, received, transmitted or otherwise processed by the Central Intelligence Agency or the personnel thereof. This office will be known as the Special Distribution Section, will be located within the Central Records Division, Executive for Administration and Management and will function under the supervision of the Top Secret Control Officer appointed by the Director of Central Intelligence. The Central Top Secret Control will exercise functional supervision over Top Secret Control measures in all offices of the Central Intelligence Agency.

4. Area Top Secret Controls, as used herein, means those units established in consonance with organizational requirements and operational convenience to exercise supervision and security control, on a decentralized basis, over the handling of all Top Secret material within their functional jurisdictions.

Area Top Secret Controls will be established within the following units of the Central Intelligence Agency:

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- a. Advisory Council
- b. Executive Registry (A. & M.)
- c. Central Records (A. & M.)
- d. Reference Center (A. & M.)
- e. Office of Special Operations
- ~~f. Signal Center (OSO)~~
- g. Office of Reports and Estimates
- h. Office of Collection and Dissemination
- i. Office of Operations
- ~~j. Contact Branch (OO)~~

Changes in these established locations may be made as conditions warrant, with the approval of the Top Secret Control Officer.

Area Top Secret Controls will be administered by Alternate Top Secret Control Officers specifically designated for this purpose by the Assistant Directors or appropriate officials of the Executive Staff.

Additional Alternate and Assistant Top Secret Control Officers will be appointed within the jurisdictions of each Area Top Secret Control as required for effective discharge of administrative responsibilities.

#### RECORD FORMS

1. Top Secret Log -- An approved record form specified by Central Top Secret Control for use at all points where Top Secret material is recorded to identify and to record the receipt and transmission of Top Secret material.

2. Signature Record and Cover Sheet -- An approved record form which is attached to each Top Secret document upon its entry into or origin within CIA to record the signatures and periods of custody of each individual having access to, or knowledge of, the contents of such document. This form will remain attached to the Top Secret document continuously until such time as the document may be downgraded, destroyed or transmitted outside the jurisdiction of the CIA--at which time it will be forwarded to Central Top Secret Control for record.

3. Document Receipt -- The approved record form for use by the CIA in the transmission of classified material when a receipt is required or considered advisable. This form will be used in the transmittal of Top Secret material within CIA when signature is not obtained on a Top Secret log to indicate receipt. Document receipts executed by recipients will be returned for record and filing to the office within CIA from which they were transmitted.

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### PROCEDURES

1. All Top Secret material received or transmitted by the CIA or the personnel thereof will be recorded and otherwise processed by Central Top Secret Control or by one of the Area Top Secret Controls.
2. Top Secret material will be received by Central Top Secret Control unless specifically addressed to an organizational unit or individual within CIA.
3. Central Top Secret Control will:
  - a. Allocate a block of identifying CIA Top Secret Control Numbers to each Area Top Secret Control for use in processing Top Secret material. The Area Top Secret Control will assign a CIA Top Secret Control Number to each Top Secret document originating within the Area Top Secret Control jurisdiction and to each Top Secret document received directly from a source outside the CIA by any unit or individual within the Area Top Secret Control.
  - b. Prescribe procedure for the reporting, for each business day, the receipt and transmission of all Top Secret material by the Area Top Secret Controls.
  - c. Devise an appropriate record system to enable ready accounting for all incoming and outgoing transactions involving Top Secret material.
  - d. Periodically compile and appropriately distribute current lists of Alternate and Assistant Top Secret Control Officers within the CIA.
4. Area Top Secret Controls, for their jurisdictions, will:
  - a. Report to Central Top Secret Control in the manner prescribed by the Top Secret Control Officer, all Top Secret material received and transmitted.
  - b. Be responsible for the maintenance of appropriate records and procedures to enable location of all Top Secret material in their custody.
  - c. Be responsible for compliance with provisions of the CIA Security Regulations for the processing of Top Secret material.
  - d. Be responsible for installing and maintaining such decentralized organization and procedure as is necessary to discharge responsibilities for receiving, recording, distribution, reporting and otherwise processing Top Secret material in accordance with Security Regulations.

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e. Be responsible for such indoctrination of personnel within the Area Top Secret Control as may be necessary to insure understanding and compliance with prescribed procedures for the handling of Top Secret material.

VIOLATIONS

1. Instances of violation of Security Regulations relating to Top Secret material will be reported promptly to the Executive for Inspection and Security, with simultaneous notification to the Top Secret Control Officer--CIA.

EXCEPTIONS

1. Requests for permission to deviate from or supplement the general provisions for organization and procedure as set forth above will be submitted in writing for the consideration of the Executive for Inspection and Security.

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